

**ARIZONA DEPARTMENT OF EDUCATION**  
**SCHOOL FINANCE**  
**Resources**

Information and Assistance Available on ADE's Website

1. School Finance Website
  - a. Integrity and Aggregation Calendar
    - i. Integrity and Aggregation are run every weekend.
    - ii. The yellow shaded area designates payment-processing time. Integrity and Aggregation are run during this time, but data is not pushed and reports are not available until after the payment clears School Finance.
    - iii. If data is uploaded prior to the Integrity and Aggregation run, review the report when they are available to make sure data is correct.
  - b. ADMS Help Guide
    - i. This guide is available on the School Finance Bulletin Board. The guide helps users to understand how to use the ADMS reports to verify ADM numbers that ADE calculates based on submitted Student Detail data.
  - c. Workshop Presentations
    - i. All workshop presentations are available in the website under "Frequently Asked Questions." Presentations include Budgets, Annual Financial Reports, Data Collection, and Charter Payments.
    - ii. The Data Collection section includes presentations on:
      1. ADM and SAIS
      2. Integrity
      3. Special Education and English Language Learners
      4. LEA Calendars
      5. School District Employee Report
      6. Vehicle Inventory and Route Report
    - iii. The Charter Payments sections includes:
      1. Payment Examples.
      2. Budget Worksheet that will calculate Equalization Assistance.
      3. Charter School payment schedule that calculates the current month payment.
  - d. Bulletin Board
    - i. It is important to check the Bulletin Board often for new and important information.
2. MIS Bulletin Board
  - a. Gives up-to-date important information.

Workshops and Training:

1. School Finance
  - a. Budget Workshops are conducted the beginning of June each year.
  - b. Annual Financial Report workshops will be conducted in September of each year.
  - c. SAIS workshops will be conducted in September and October of each year.
  - d. School Finance is planning on conducting workshops in the evening and on Saturdays to accommodate those who have a difficult time attending workshops conducted during the day.
2. Regional Training Centers (RTCs)
  - a. The RTCs will continue to provide classroom workshops and on-site workshops

General Questions or Assistance:

1. Regional Training Centers (RTCs)
  - a. Flagstaff – Julie Smith (Help Desk)  
Phone: 928-527-6122  
1-888-394-1377
  - b. Tempe – Robert Dohm  
Phone: 480-965-3366
  - c. Tucson – Norm Purdy  
520-225-4959
  - d. San Simon – Michael Reed  
520-845-2275  
866-830-5128
2. ADE Support Center
  - a. 602-542-7378
3. School Finance
  - a. Call 602-542-5695
  - b. Email [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)

## Flow Chart for SAIS Assistance

